



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

### MISSOURI STATE HIGHWAY PATROL

#### JOB OPPORTUNITY BULLETIN

JOB ID: 433

**TITLE:** CJIS TECHNICIAN I, II, OR III - Criminal History Research Unit

**FACILITATOR:** Madison Crisp  
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**DESCRIPTION:** A CJIS Technician I, II, or III position now exists within the Missouri State Highway Patrol's Criminal Justice Information Services Division. This position is assigned to the Criminal History Research Unit. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This position is responsible for receiving, processing, and disseminating criminal record histories requested by the general public and authorized agencies. The position is also responsible for entering, updating, verifying, and maintaining records within various databases and manual files. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** **CJIS Technician I:** Graduation from a high school or possess a GED, and completion of 60 college credit hours with an emphasis in Criminal Justice or related field, two years experience in the field of criminal justice, criminal record systems, latent prints, etc., or a combination of two years education and experience in criminal justice, criminal record systems, latent prints, etc. **CJIS Technician II:** Possess a four-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education, or must have served two consecutive years as a CJIS Technician I within the Missouri State Highway Patrol's Criminal Justice Information Services Division and may be required to successfully complete all skill assessment evaluations for a CJIS Technician I. **CJIS Technician III:** Possess a four-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education) and 2 years comparable work experience, or must have served two consecutive years as a CJIS Technician II within the Missouri State Highway Patrol's Criminal Justice Information Services Division and may be required to successfully complete all skill assessment evaluations for a CJIS Technician II.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,194.500; however salary may be commensurate with experience.

**POSTING DATE:** November 22, 2016

**CLOSING DATE:** December 7, 2016

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete and submit an [application for civilian employment](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of December 19, 2016. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**\*\*\*MISSOURI STATE HIGHWAY PATROL\*\*\***

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